



Help make the media more representative - join our board!

**VOLUNTARY ROLE: TREASURER**

[Multitrackfellowship.com](http://Multitrackfellowship.com)

Are you a finance expert who loves podcasts?

Do you believe passionately that everyone should feel welcome at work, regardless of their background?

Could you spare the equivalent of 8 days a year to work with us?

If so, you could be just who we're looking for .....



We're a fast-growing small charity with big ambitions!

Multitrack was set up in 2019 with the aim of increasing access to jobs in radio and podcast production for people from backgrounds that are underrepresented in the industry on the basis of race, disability or socio-economic background.

We run a two-month Fellowship programme for promising new audio producers, consisting of **paid internships, training, networking** and **production** opportunities. This ran with 6 Fellows in Autumn 2019, and with 10 in early 2021. The next Fellowship will run in Autumn 2022, with plans to include even more places outside London.

In 2020 we became a charity, with the aim of increasing our impact beyond the fellowship. We're now looking for some key people to join our board and help guide the next stage of our exciting adventure.....this could be your chance to help us make a real impact.

## THE ROLE

We need a Treasurer to join our Board of Trustees, who can oversee our financial affairs and ensure they are legal, constitutional and within accepted accounting practice.

You'll be part of a small team guiding the strategy of the organisation, and helping it grow, while making sure it always stays true to its aims. We're looking for someone who shares our values, and can work with us to help us bring about real change in the podcast and radio industry. You'll have the relevant financial qualifications **and ideally the lived experience of the issues we're trying to address.**

Trustees meet four times a year, but also help out in specific areas on an ad-hoc basis. We'll require approximately 8 days of your time a year, on a voluntary basis, spread between occasional meetings, and financial oversight.

## WHAT WE CAN OFFER YOU:

You'll be joining a small group of enthusiastic, friendly and deeply committed volunteers, who have made a real impact in the short time they've known each other. It's an inclusive, supportive environment, in which collaboration is welcome.

Professional development – learning from peers with a range of expertise, and building your network. We work with the major broadcast and podcast platforms such as the BBC, Audible and Spotify, and many of the leading independent production companies in the business, as well as talented future producers.

The opportunity to play an important role in a growing organisation that is helping to make the media more representative of the audiences it serves

## YOUR RESPONSIBILITIES:

### **General:**

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.

### **Specifically:**

- Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation.
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.

### **Qualities:**

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.
- Ability to communicate clearly
- Share our passion for diverse, inclusive and respectful workplaces
- Be a team player, willing to contribute both by listening and making suggestions

**Location:**

- Board meetings are currently held remotely, so you could live anywhere in the UK. The organisation is based in London, and if you are asked to attend a meeting in person your (reasonable) travel expenses will be met.

**HOW TO APPLY:**

Please send your CV, along with an explanation of why you're interested in the role, to [multitrackfellowship@gmail.com](mailto:multitrackfellowship@gmail.com)

Closing Date: 6pm, Monday 22nd December